

Department of Building and Real Estate
General Office Organizational Chart 2025/26 (Abridged Version)

| General Office | Staff | Email |
|---|--|---|
| Office-in-charge, Staffing, Finance, Quality Assurance, Staff Development, Duty Visit <i>DAC/DSC/DMC/DEXCO/DRC</i> | Vivien Kao | <i>Vivien.kao@polyu.edu.hk</i> |
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| Programme Team | | |
| Subject registration officer - Ug - Exchange-in students - TPg | Sally CHAN Irene WU Queenie WONG | <i>Sally.sm.chan@polyu.edu.hk</i> <i>Irene.wu@polyu.edu.hk</i> <i>Queenie.wong@polyu.edu.hk</i> |
| Timetabling Officer | Queenie WONG | <i>Queenie.wong@polyu.edu.hk</i> |
| Examination Officer | Irene WU Kaman MAK | <i>Irene.wu@polyu.edu.hk</i> <i>ka-man.mak@polyu.edu.hk</i> |
| Black-board administrator | Ken CHUI Sally CHAN | <i>ken.chui@polyu.edu.hk</i> <i>Sally.sm.chan@polyu.edu.hk</i> |
| CEF, ENLS | Andrew NG | <i>andrew.kk.ng@polyu.edu.hk</i> |
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| Undergraduate Programmes | | |
| Overall Programme Matters (Ug) <i>Ug Scheme Committee</i> | Irene WU | <i>Irene.wu@polyu.edu.hk</i> |
| BSc (Hons) Architectural Studies | Connie YAP | <i>Connie.yap@polyu.edu.hk</i> |
| BSc (Hons) Building Engineering and Management | Sally CHAN | <i>Sally.sm.chan@polyu.edu.hk</i> |
| BSc (Hons) Property Management | Connie YAP | <i>Connie.yap@polyu.edu.hk</i> |
| BSc (Hons) Surveying | Kaman MAK | <i>ka-man.mak@polyu.edu.hk</i> |
| BRE Minor in Real Estate Investment | Sally CHAN | <i>Sally.sm.chan@polyu.edu.hk</i> |
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| Taught Postgraduate Programmes | | |
| Overall Programme Matters (TPg), Workload Allocation, SFQ, Annual Programme Review <i>TPg Committee, DLTC</i> | Queenie WONG | <i>Queenie.wong@polyu.edu.hk</i> |
| MSc in Construction and Real Estate | Kaman MAK | <i>ka-man.mak@polyu.edu.hk</i> |
| MSc in Construction Law & Dispute Resolution | Connie YAP | <i>Connie.yap@polyu.edu.hk</i> |
| MSc in Intelligent Construction | Sally CHAN | <i>Sally.sm.chan@polyu.edu.hk</i> |
| MSc in Project Management | Mandy TSE | <i>mandy-m.tse@polyu.edu.hk</i> |
| Doctor of International Real Estate & Construction | Connie YAP | <i>Connie.yap@polyu.edu.hk</i> |
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| Research Team | | |
| Research students and projects <i>DRC</i> | Chloe SHING | <i>Chloe.shing@polyu.edu.hk</i> |
| Research staff appointments | Irene PANG | <i>irene.pang@polyu.edu.hk</i> |
| | | |
| Partnership Team | | |
| WIE, student exchange, scholarship/bursary, mentorship, Academic Advising, career liaison etc. <i>DHSEC</i> | Janice LAU Patty WONG | <i>Kjan.lau@polyu.edu.hk</i> <i>patty.wong@polyu.edu.hk</i> |
| Marketing, alumni, Info Day, summer school, CPD, event, school visit, etc. <i>DPC</i> | Christine YEUNG Teresa WONG | <i>c.yeung@polyu.edu.hk</i> <i>teresalp.wong@polyu.edu.hk</i> |
| | | |
| Office Administration | | |
| House-keeping, contacts with CSFO and CDO | Gracie IP | <i>gracie.ip@polyu.edu.hk</i> |
| Purchasing and inventory | Mandy TSE (non-IT) KK CHEONG (IT) | <i>mandy-m.tse@polyu.edu.hk</i> <i>k.k.cheong@polyu.edu.hk</i> |
| Petty cash, carpark reservation, booking of PolyU transportation | Ling TONG | <i>sau-ling.tong@polyu.edu.hk</i> |
| Souvenir, namecard printing | Andrew NG | <i>andrew.kk.ng@polyu.edu.hk</i> |
| Appointment of Visiting Lecturer | Connie YAP | <i>Connie.yap@polyu.edu.hk</i> |
| Luncheon workshops | Irene PANG | <i>irene.pang@polyu.edu.hk</i> |
| Delivery and dispatch Stationery | Alex WONG | <i>alexkm.wong@polyu.edu.hk</i> |
| | | |
| Centre for Infrastructure Delivery | Boris LUI | <i>him-pok-boris.lui@polyu.edu.hk</i> |

Abbreviation:

DAC (Departmental Advisory Committee)
DSC (Departmental Staffing Committee)
DMC (Departmental Management Committee)
DEXCO (Departmental Executive Committee)
Ug Scheme Committee (Undergraduate Scheme Committee)
TPg Committee (Taught Postgraduate Scheme Committee)
DLTC (Departmental Learning and Teaching Committee)
DRC (Departmental Research Committee)
DHSEC (Departmental Health, Safety and Environment Committee)
DPC (Departmental Partnership Committee)

1 September 2025